

### 1410.13 Telecommunications Invoice Corrections

Issued January 1, 1994

**SUBJECT:** Telecommunications Invoice Corrections

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To notify DIT-Telecommunications of changes and discrepancies on an agency's telephone bill using a Telecommunications Bill Correction form.

**CONTACT AGENCY:** Department of Information Technology (DIT) – Telecommunications.

**TELEPHONE:** 517/373-0785

**FAX:** 517/373-0303

**SUMMARY:** This section provides the procedure for completing the 5 parts of a DIT-919, Telecommunications Bill Correction (TBC) form: Contact information; account number/cost center changes/ unidentified extension; equipment identification errors; and other errors. Applicable parts are completed by the agency, and the form is forwarded to Telecommunications for processing.

**PROCEDURES:**

**Agency:**

- To change an account number/cost center, completed "Account Number/Cost Center Change for Next Billing" Section of form.
- To report an unidentified extension which appears on an agency's bill, completed "Unidentified Extension" section of form.
- To correct an equipment identification error which appears on an agency's bill (e.g., 7406 set is correct, 2500 listed on bill), completed "Equipment Identification Error" section of form.
- To report any other errors/changes not included on the form (e.g., contact name change, long distance charge error, long duration calls, etc.).
- Completed contact information on the top of the form (unit, date of most recent billing, department/agency, contact name and phone number).
- Attaches a copy of most recent telephone bill containing errors/changes to back of the TBC.
- Forwards completed DIT 919 to Telecommunications Division, Billing Unit.

DIT-919

#### TELECOMMUNICATIONS BILL CORRECTION

Send completed form to:

DEPARTMENT OF INFORMATION TECHNOLOGY  
OFFICE OF INFORMATION TECHNOLOGY  
TELECOMMUNICATIONS DIVISION  
BILLING UNIT

DATE OF BILLING:

DEPARTMENT/AGENCY:

CONTACT NAME AND PHONE NO.:

n ACCOUNT NUMBER/COST CENTER CHANGE FOR NEXT BILLING

a. Extension(s): \_\_\_\_\_

b. Current Account Number/Cost Center: \_\_\_\_\_

c. New Account Number/Cost Center: \_\_\_\_\_

n UNIDENTIFIED EXTENSION

a. Extension: \_\_\_\_\_

b. Current Account Number/Cost Center: \_\_\_\_\_

c. This extension does not belong to this unit. It belongs to (if known): \_\_\_\_\_

n EQUIPMENT IDENTIFICATION ERROR

a. Extension: \_\_\_\_\_ Bar Code Number: \_\_\_\_\_

b. Correct Description: \_\_\_\_\_

n OTHER ERRORS (explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of the page of the phone bill where error is shown.

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